

Hall of Records  
Commission

**REQUIREMENT FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. **417**

PAGE NO. **1 (of 12 items)**

1. Requesting Agency

**SUPREME BENCH OF BALTIMORE CITY**

2. Division or Bureau of Requesting Agency

**State's Attorney**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p><b>INDICTMENT DOCKET</b></p> <p>Quantity: 12 volumes Size: 20" x 17" x 2" Dates: 1951... File Arrangement: Chronological by case number Index: In Item 3</p> <p>The primary duty of the State's Attorney is to bring to trial and to prosecute those indicted with violations of the criminal law.</p> <p>This record series consists of docket entries of indictments in criminal cases, labeled by year contained, for use of the State's Attorney, giving case number, defendant, charge, date of offence, date of presentment to the grand jury, date of indictment, date of trial, defendant's plea, whether heard before court or jury, verdict, judge presiding, Assistant State's Attorney prosecuting, defendant's attorney, and the judgment. (See also Criminal Court Sched. #418, Item 8).</p> <p><b>RECOMMENDATION: RETAIN FOR TWENTY YEARS, THEN DESTROY.</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">HALL OF RECORDS COMMISSION APPROVED</p> <p>Stam Montanelli Kane</p>
2	<p><b>INDICTMENTS</b></p> <p>Quantity: 74 cardboard cartons; 672 document files; 18 legal file drawers Size: Legal Dates: 1925... File Arr.: Chronological by case number</p> <p>This record series consists of carbon copies of indictments (see also Criminal Court Sched. #418, Item 2), with notes by the State's Attorney on date of arraignment, plea, whether heard before a court or a jury, and the verdict. Also filed with the indictments are medical reports, notes of testimony by the Assistant State's Attorney in the courtroom, carbon copies of autopsy reports, agreements in identification of bodies, correspondence of the State's Attorney with</p>	

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7. Agency, Division or Bureau Representative

*William J. Hornell* State's Attorney - Backo City

Signature

Title

*8/4/64*

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*8/6/64*

Date

*Maria S. Radloff*

Archivist

*Richard H. Haddock*

Date

Secretary

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Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2 (cont.)	<p>witnesses and clerks of court, grand jury reports, search warrants and affidavits, applications for search warrants, copies of letters to various attorneys notifying them of their appointments to represent defendants, correspondence concerning dates of trial, notifications by the police that defendants have been apprehended, offence reports by police, and statements of witnesses and defendants. Much of this information is not available elsewhere.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>INDEX TO INDICTMENT DOCKET</p> <p>Quantity: 12 vols. Size: 11" x 16" x 1/2" Dates: 1949... File Arr.: By year</p> <p>This record series is an alphabetical index to indictments, labeled by year contained, giving name of defendant and page of docketing in in corresponding indictment docket.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. (SEE ITEM 2).</p>	
4	<p>SUDDEN DEATHS</p> <p>Quantity: 15 legal file drawers; 3 document files Size: Legal Dates: 1940... File Arr.: Internal, chronological; External, alphabetical Index: On each folder</p> <p>This record series consists of copies of police reports in cases of sudden death, giving name of decedent, address, age, color, next of kin, and circumstances surrounding the death. Also filed with the reports are scattered police department offence reports, autopsy reports, copies of motor vehicle accident reports, and correspondence of the State's Attorney with persons concerning the case. The original records of all investigations made in connection with sudden and violent deaths are retained permanently in the office of the Chief Medical Examiner.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
5	<p>TRANSCRIPTS OF TESTIMONY</p> <p>Quantity: 76 file drawers; 27 cardboard cartons Size: Legal Dates: 1924... File Arr.: Chronological</p> <p>This record series is composed of typewritten copies of testimony before the grand jury. This material is confidential (Annotated Code of Maryland, 1957 edition as amended, Art. 26, Sec. 41).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	(continued)

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6	<p>INVESTIGATION DIVISION REPORTS</p> <p>Quantity: 14 file drawers Size: Legal Dates: 1951 .. File Arr.: Internal, chronological; External, alphabetical</p> <p>This record series is composed of reports compiled in the course of investigations, and contains exhibits and correspondence with regulatory and law enforcement agencies.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
7	<p>APPEALS</p> <p>Quantity: 7 vols. Size: 19" x 8" x 1/2" Dates: 1947... File Arr.: Chronological Index: Alphabetical; thumb index in front of each volume</p> <p>This record series consists of docket entries of appeal cases, giving the appeal number (yearly), defendant, charge, sentence, court, date of retrial, plea, whether tried before court or jury, verdict, sentence, judge presiding, and Assistant State's Attorney prosecuting. This information is duplicated in the dockets of the Clerk of the Criminal Court, which are retained permanently.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEAR THEN DESTROY.</p>	
8	<p>APPEAL CERTIFICATES</p> <p>Quantity: 4 cardboard transfiles Size: Legal Dates: 1958... File Arr.: Chronological Index: In Item 7, Appeals</p> <p>This record series is composed of certificates by justices of the peace that an appeal from the decision and sentence has been made to a higher court by the defendant. These certificates give the name of the defendant, the arresting officer, date of the justice's decision and sentence, notation of appeal, and signature of the justice.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
9	<p>ASSIGNMENT SHEETS (YELLOW BILLS)</p> <p>Quantity: 27 vols. Size: 18" x 10" x 4" Dates: 1940... File Arr.: Chronological</p> <p>This record series is composed of assignment sheets created in the office of the Criminal Court clerk as a daily assignment calendar of cases for trial, giving date, presiding judge, Assistant State's Attorney in charge of prosecuting each case, the indictment number, whether the defendant is in jail or released on bail, color of de-</p>	(continued)

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9 (cont.)	fendant, charge, name of defendant's attorney, whether the trial is to be before court or jury, plea, verdict, and sentence.	
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RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

10 GENERAL CORRESPONDENCE

Quantity: 34 file drawers

Size: Legal

Dates: 1937...

File Arr.: Yearly, and alphabetical therein

Index: Card index to correspondent (8 double-row 3" x 5" card drawers)

This record series consists of general correspondence of the State's Attorney with other agencies and with private individuals, relating to the functions and duties of his office.

This series also contains informal opinions of the State's Attorney.

RECOMMENDATION: RETAIN PERMANENTLY.

11 BASTARDY INFORMATION DOCKET

Quantity: 44 vols.

Size: 21" x 18" x 3"

Dates: 1940-51

File Arr.: Numerical by case number

Index: Alphabetical by defendant

Annual Accumulation: Discontinued

This item is a docket record of proceedings in bastardy, for use of the State's Attorney, giving name of defendant, case number, date, proceedings in the case, names of prosecuting witnesses, and disposition. This record is duplicated by Item 4, Criminal Court, which is to be preserved permanently. (Sched. 418)

RECOMMENDATION: RETAIN FOR TWENTY YEARS, THEN DESTROY.

12 INFORMATIONS AND PETITIONS

Quantity: 100 cu. ft.

Size: Legal

Dates: 1940-1955

File Arr.: Chronological by case number

Index: Items 4 and 5, Domestic Relations Div. (Sched. #416)

This series contains four types of complaints:

1. Non-support of wife
2. Non-support of wife, children, and adult dependent children
3. Non-support of indigent parents
4. Bastardy

Each complaint gives the type of case and the case number of related cases, names of the parties, case number, domestic and financial information on parties, information on circumstances of the case, witnesses, and (under "Remarks") disposition of the case. Also filed

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4.  
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## 5. Description of Records

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of Hall of Records  
and Board of Public  
Works.

12 (cont.)

with the complaints are scattered notes of caseworkers, summons, and waiver by defendant of right to refuse to testify. This record has been maintained by the Domestic Relations Division since 1956. (See Sched. #416, Item 1).

Non-support complaints have no continuing value after the case is closed for four years. (Recommendation A). The bastardy complaints should be preserved for twenty-five years (Recommendation B).

RECOMMENDATION: A. RETAIN FOR FOUR YEARS AFTER CASE IS CLOSED,  
THEN DESTROY.  
B. RETAIN FOR TWENTY-FIVE YEARS, THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION